



**DECISION LOGIC TABLE
INSTRUCTIONS FOR
RECORDING AND HANDLING
VISUAL INFORMATION
MATERIAL**

**ASSISTANT SECRETARY OF DEFENSE
FOR
PUBLIC AFFAIRS**

EXECUTIVE SUMMARY

In order for visual information (VI) imagery to meet DoD's operational and other needs, it is essential that DoD camera operators focus their efforts on capturing specific imagery, and likewise avoid expending time and other resources recording other imagery. This document, with the short title "DLT" or "Decision Logic Table," helps achieve that goal by providing DoD camera operators with guidance on specifically what imagery they should try to capture. In addition, it tells them what to do with that imagery following capture.

After an introduction that explains in detail how to use it, the DLT is broken into four chapters, each covering a different broad scenario in which a DoD camera operator might be working. For example, Chapter 2 relates to imagery capture during combat operations.

Each chapter contains tables covering specific subject matter. For example, one table in the Chapter titled, "Imagery Relating to Combat and War-Time Events and Operations," covers "Imagery Recording Actions Preparatory To, Subsequent To, or Closely Related To Combat or Engagement With the Enemy."

The tables, in turn, describe fairly specific shots or scenes, and then provide disposition instructions for imagery containing that subject matter. Each disposition instruction begins with a term indicating that subject's relative importance or priority. For example, the term "High" is used to characterize "imagery (that) has both significant and immediate operational value," suggesting "major national and/or international media interest" typical of "unique limited time duration events that are not repetitive."

Here's an example:

3-1. Take-offs/launchings and flight of combat aircraft on:	A. First combat missions B. Combat missions of significant military, historical, or media importance	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 1.
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In addition to imagery captured directly by a camera operator, the DLT covers imagery captured by, or recorded off video transmissions from, remotely piloted vehicles, aircraft, gun cameras, and other devices designed to permit the capture of imagery in situations or places where human camera operators cannot be present.

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DEFINITIONS

1. Accessioning. The acts and procedures by which records are taken into the physical custody of a records center, archival agency, or other records repository.
2. Caption Data. Short explanatory or descriptive data accompanying imagery. Caption data records include DD Form 2537, "Visual Information Caption Sheet," shot sheets/lists, camera operator's notes in either paper or machine-readable form, and, in digital still images, embedded International Press Telecommunications Council (IPTC) header captions.
3. Combat Camera (COMCAM) Imagery. Still and motion imagery of military operations acquired by COMCAM forces, regardless of the medium in which the images are acquired, transmitted, or displayed.
4. Component Accessioning Point (CAP). A central or designated point in the DoD Components for the receipt, screening, evaluation, and selection of imagery for accessioning into the central DoD VI records center.
5. Defense Visual Information Center (DVIC). The central DOD VI records center operated and maintained by the American Forces Information Service.
6. Documentation Imagery. Imagery depicting actual events, activities, phenomena, places, or people recorded primarily to create a record of the subject matter.
7. DoD Joint Combat Camera Center (JCCC). The central DoD reception and distribution point for Joint Interest Imagery operated and maintained by the American Forces Information Service.
8. Imagery. A visual representation of a person, place, or thing recorded and stored in any format on a physical medium.
9. Joint Combat Camera Center. See "DoD Joint Combat Camera Center."
10. Joint COMCAM Imagery. COMCAM imagery recorded in the Joint environment.
11. Joint Interest Imagery. Imagery that depicts subjects of known or probable interest to the National Command Authority (NCA), the Office of the Chairman of the Joint Chiefs of Staff (OJCS), or more than one DoD Component. All Combat Camera (COMCAM) imagery shot in the Joint environment is assumed to be Joint Interest Imagery. Other imagery, both from COMCAM sources and other-than-COMCAM sources (such as Public Affairs and photojournalists), that depicts subjects of known or probable interest to the NCA, OJCS, or more than one DoD Component, is also Joint Interest Imagery. This imagery may help explain or depict quality of life issues, medical and health care, education, housing, and similar subjects.

12. Official DoD Imagery. Photographic and video images, regardless of the medium in which they are acquired, stored, or displayed, that are recorded or produced by persons acting for or on behalf of DoD activities, functions, or missions.

13. Primary Interest Component. The Component that is the primary subject in an image or scene. There may be more than one. For example, the primary interest Components of a photo or scene recorded by an Army camera operator of Air Force planes flying over a Navy ship would be the Air Force and Navy.

14. Still Images. Visual representations or images that are recorded or rendered on a two-dimensional surface or screen by either chemical, electronic, or artistic means. Still images recorded by camera operators in the field fall into two categories:

14.1. Still Photographs. Chemically based images recorded in a camera as either photographic negatives or color transparencies.

14.2. Still Digital Images. Electronically based images that are either recorded in a camera or electronically copied from another photographic or image medium. They include digital still videos, digital images, digital scans of photographs, and digital framegrabs of motion video or television broadcasts.

15. VI Material. Any still and motion film, videotape, disk, or other media that contains visual information. This includes the original, intermediate, master, and any duplicate, print, reference, or dub copy.

16. VI Materials. A general term that refers collectively to all of the various VI still and motion films, tapes, discs, or graphic arts. Includes the original, intermediate, and master copies, and any other retained-recorded imagery.

17. VI Media. Any films, videotapes, discs, or other physical objects that contain or are capable of containing visual information.

18. VI Record. Visual information along with the related caption and identifying number that has been recorded by or for a DoD activity and designated as record material in accordance with the requirements of both Federal law and Federal regulations. While a VI record resides on some form of physical media (such as film, tape, or disk), the record is the informational content as distinct from the media on which it resides.

19. VIRIN. Visual Information Record Identification Number. An alphanumeric designator assigned to a VI record other than a VI production. The life-cycle number under which VI records are managed.

20. Visual Information (VI). Information in the form of visual or pictorial representations of person(s), place(s), and/or thing(s), either with or without sound.

VI includes still photographs, digital still images, motion pictures, analog and digital video recordings, and hand- or computer-generated graphic arts and animations that depict real or imaginary person(s), place(s), and/or thing(s), and related captions, overlays, and intellectual control data. VI excludes alphabetic, symbolic, or coded data (such as printed text, signals, signs, maps, numerical data, and icons), unless these items are part of larger pictorial representations, or contain pictorial representations (such as maps that include pictures). VI also excludes graphic arts that depict objects other than persons, places, or things (such as organizational structures, process flows, quantitative data, logical relationships, or abstractions).

ABBREVIATIONS AND/OR ACRONYMS

AOR	Area of Responsibility
CAP	Component Accessioning Point
COMCAM	Combat Camera
DVIC	Defense Visual Information Center
JCCC	Joint Combat Camera Center
JPEG	Joint Photographic Experts Group
MOPIC	Motion Picture
RDT&E	Research, Development, Testing & Evaluation
TIFF	Tagged Image File Format
VI	Visual Information
VIRIN	Visual Information Record Identification Number

CHAPTER 1

INTRODUCTION

C1.1 The primary purpose of this Decision Logic Table (DLT) is to provide DoD camera operators with general instructions on the type of visual information (VI) imagery they are to capture and what to do with that imagery afterwards.

C1.2 The DLT assumes that visual information is a valuable information resource that contributes much toward the accomplishment of DoD missions and the performance of DoD functions. VI provides field and off-site commanders with near real-time visual imagery of the scenes, facts, and occurrences surrounding an event, mission, or operation. In so doing, VI facilitates mission/operation planning, decision-making, and battle damage assessments. VI imagery also serves historical documentation, legal/evidential, public information, troop information, command briefing, and stock imagery functions. Among the historical documentation uses are historical research and comparisons of past and present (or before and after). These past/present or before/after comparisons can help DoD personnel detect changes and trends, determine the results of an event or operation, and analyze cause/effect relationships. Among the stock imagery uses are audiovisual production and computer/interactive video simulation.

C1.3. For VI imagery to effectively serve the above purposes, DoD camera operators must capture all the VI that the DoD needs, but not repetitious, duplicative, or extraneous VI that does not meet DoD operational/functional requirements or the demands of Federal law and regulations. By capturing only needed information and properly handling it, camera operators can make it easier and less costly for DoD to manage its VI imagery, store it, and disseminate it to those who need it as quickly as possible.

C1.4. The DLT consists of four chapters of subject/scene descriptions and disposition instructions. The first section relates to wartime and combat events and operations. The second describes peacetime military operations and exercises. The third discusses combat service support, preparations for military operations, unit security, everyday life-in-the-field, and related activities. The final chapter concerns normal peacetime activities. The reason for this division is that DoD's operational, and hence, its VI imagery requirements differ in each of the above stages. VI imagery shot in the Joint and combat camera environments is covered in the first three chapters. Most VI imagery shot in the Service, major command, unit, base, or installation environment is covered in the last chapter.

C1.5. Each chapter consists of tables that contain both subject/scene descriptions and related instructions.

C1.5.1. The subject/scene descriptions describe the subject matter content. They consist mostly of brief category descriptions along with characteristic examples or definitions of the events, phenomena, actions, or activities that fall within the category.

C1.5.2. The related instructions contain two types of directions. The first describes the priority to be given to the recording of the subject matter listed. The second tells what the camera operators and those higher in the chain-of-command should do with the imagery afterward.

C1.5.3. Priorities fall into the following categories: HIGH; NORMAL; FILE; SAMPLE; SELECT; SAMPLE/SELECT; and LOCAL

C1.5.3.1. If it is listed as HIGH, the subject imagery has both significant and immediate operational value (and significant archival or historical value). In most cases, there will be major national and/or international media interest in the material. Usually, the subject matter will consist of unique limited time duration events that are not repetitive. DoD camera operators should make every reasonable effort to capture or record these subjects or events.

C1.5.3.2. If it is listed as NORMAL, the subject imagery has major operational value (and potential archival or historical value), but less than imagery classified as HIGH Priority.

C1.5.3.3. If it is listed as FILE, the subject imagery has potentially high operational value in the future, but not normally at the time it is recorded (i.e. imagery of facilities or terrain where future actions may take place, or weaponry that might be used in the future). It is the type of imagery that AOR commands (and others, including public affairs offices, the JCCC, and the DVIC) would want to have on file in case there are sudden operational requirements for the imagery or there is sudden public interest.

C1.5.3.4. If it is listed as SAMPLE, the subject imagery documents either long-duration activities or normally repetitive and recurring subjects and events. In such cases, there is often a short-term operational (and normally local) need for the material. Any longer-term operational needs and beyond local or beyond-AOR needs (and any archival or historical documentation needs) can easily be met by a representative sampling of scenes containing the subjects described. Over a long period of time, different camera operators, unless instructed otherwise, will often generate duplicative and repetitious imagery of the SAMPLE subject material. Consequently, recording of such subjects should have a lower priority than other subject categories and only a representative sample of such material should be sent forward.

C1.5.3.5. If it is listed as SELECT, the subject imagery documents scenes or subjects that normally have operational value (and archival or historical value) only when something atypical or out of the ordinary occurs. These would include low probability (but important if they do occur) events, rarely-occurring but major malfunctions, or detected changes or activity in a normally static scene that is under surveillance. Typically, much of the material falling into this category is recorded by security cameras or during surveillance or telemetry operations, but sometimes the atypical event, malfunction, or change can be recorded by a camera operator who is in the right place at the right time. In such cases, only the unusual or atypical subject material should be sent forward.

C1.5.3.5.1. Some categories of imagery may be designated as both SAMPLE/SELECT. This means that both a representative or typical sample of normal events or subjects, and the out-of-the-ordinary events or malfunctions or changes is desired. An example would be both a random *sample* of aircraft returning from combat missions plus all recordings of returning aircraft that crash-landed due to battle damage.

C1.5.3.6. If it is listed as LOCAL, the subject imagery is normally of just local and temporary operational (and very little historical or archival) value. Camera operators should record these subjects only to meet local needs and should not send this material forward.

C1.5.4. In cases where there is normally a real-time operational need for the material, instructions will direct the camera operators and their superiors to follow the media handling instructions in Enclosure 1. In cases where there is normally no immediate operational need for the material, the instructions will direct camera operators and their superiors to follow the media handling instructions in Enclosure 2.

C1.6. All camera operators should remember that VI is a composite of visual imagery and captions. Unless both are present, there is no visual information. Consequently, all camera original film and video must be accompanied by a completed DD Form 2537 revised caption sheet form or embedded caption which describes the recorded imagery and puts it in its proper context. Video scenes should include a slate. In order to provide a proper visual context, include overall establishing shots or scenes that locate and place specific subjects or details thereof. The audio portion of video recordings should include natural background sounds. Interviews, speeches, meetings, and other scenes with people speaking or talking should be clearly audible. If relevant calibration data (such as relative size, distance, direction, scale, or wind direction/speed) can be included, include it. Digital still images should include the IPTC header caption data.

C1.7. The DLT applies to all imagery captured directly by the camera operator. It also covers imagery captured by, or recorded off video transmissions from remotely piloted vehicles, aircraft, gun cameras, and other devices designed to permit the capture of imagery in situations or places where human camera operators cannot be present.

CHAPTER 2

IMAGERY RELATING TO COMBAT AND WAR-TIME EVENTS AND OPERATIONS

C2.T1. TABLE 1

IMAGERY RECORDING
ACTUAL COMBAT OPERATIONS AND EVENTS,
INCLUDING:

Subject Description	Instructions
<p>1-1. Engagements with the enemy such as tank battles, infantry "firefights," helicopter gunship attacks, and aircraft bombing/strafing of land/sea targets</p> <p>1-2. Armament/ordnance delivery recordings, weapons system video, and gun camera imagery</p> <p>1-3. Artillery/missile fire, ordnance deliveries, or air attacks upon U.S. and friendly forces or civilian noncombatants</p> <p>1-4. Launching of ballistic, cruise, and anti-aircraft missiles at enemy or hostile targets</p>	<p>HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 1.</p>
<p>1-5. Aerial dogfights and downings of enemy aircraft and missiles</p> <p>1-6. Missions and actions of Special Operations Command forces in enemy-held territory, such as target marking, sabotage, demolition, POW rescue, intelligence collection, and raids upon enemy facilities</p> <p>1-7. Naval gunfire and torpedo attacks upon enemy ships, beach defenses, shore facilities, and oil drilling platforms</p> <p>1-8. Hostage rescues involving forcible entry or shooting</p> <p>1-9. Forms of combat not⁴ enumerated above</p>	<p>HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 1.</p>

C2.T2. TABLE 2

IMAGERY RECORDING
EVENTS AND ACTIVITIES THAT PUT COMBAT EVENTS AND OPERATIONS
IN OPERATIONAL AND HISTORICAL CONTEXT,
SUCH AS:

Subject Description		Instructions
2-1. Pre-operation and pre-mission planning activities (Including Crisis Action Team operations and pre-mission briefings)		HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 1.
2-2. Post-operation or post-mission interviews, briefings, and reports that	<p>A. Brief, report, or describe what happened and include either operation or mission participants or their superiors in the chain of command</p> <p>B. Interview operation or mission participants to discover what happened, elicit personal reactions, determine results and effects, and find out what went right or wrong</p>	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 1.
2-2. Post-operation or post-mission briefings that consist of in-country and in-theater briefings of the media and/or the public by flag-rank officers or designated command briefers concerning:	<p>A. Recent military operations</p> <p>B. Events and recent developments relating to the war or military operation</p> <p>C. Casualties and losses</p>	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 1

C2.T3. TABLE 3

IMAGERY RECORDING
ACTIONS PREPARATORY TO, SUBSEQUENT TO, OR CLOSELY RELATED TO
COMBAT OR ENGAGEMENT WITH THE ENEMY,
SUCH AS:

Subject Description		Instructions
3-1. Take-offs/launchings and flight of combat aircraft on:	A. First combat missions	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 1.
	B. Combat missions of significant military, historical, or media importance	
	C. Other combat missions	SAMPLE/SELECT. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
	D. Non-combat missions	LOCAL. Provide copies or dubs as needed to local or major commands. Do not send to the CAP unless otherwise directed.
3-2. Landings and crash landings of combat aircraft returning from:	A. First combat missions	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
	B. Combat missions of significant military, historical, or media importance	
	C. Other combat missions	SAMPLE/SELECT. Provide copies to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
	D. Non-combat missions	LOCAL. Provide copies or dubs as needed to local commands. Do not send to the CAP unless otherwise directed.

Subject Description		Instructions
3-3. In-flight refueling, ground refueling, “Hot Pit” refueling, flight-line activities, repair, maintenance, and ordnance loading of aircraft on:	A. first combat missions	NORMAL. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 1.
	B. Combat missions of significant military, historical, or media importance	
	C. Other combat missions	SAMPLE/SELECT. Provide copies to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
	D. Non-combat missions	LOCAL. Provide copies or dubs as needed to local commands. Do not send to the CAP unless otherwise directed.
3-4. In-flight operations and activities of aircraft en-route to or from target areas (including interior shots, aerial shots of other aircraft on the mission, and aerial shots of enemy or near-target terrain)		NORMAL. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 1.
3-5. Search-and-rescue of downed airmen and adrift seamen that are:	A. Behind enemy lines or in enemy-controlled waters	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 1.
	B. Not behind enemy lines or in enemy-controlled waters	SAMPLE/SELECT. Provide copies to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
3-6. Deployment of troops and weapons systems at or near the immediate site of combat or battle (including interior shots of vehicles or helicopters, shots of other helicopters/ vehicles on the mission, and shots of battlefield terrain)		SAMPLE. Provide copies to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
3-7. Boarding of suspected blockade runners or quarantine violators, searching of boarded ships, seizure or destruction of contraband cargo, arrest of the crew, and seizure or sinking of the ship		HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 1.

C2.T4. TABLE 4

IMAGERY RECORDING
THE PHYSICAL, OPERATIONAL, HUMAN, ENVIRONMENTAL, AND OTHER
CONSEQUENCES AND AFTERMATH OF COMBAT AND COMBAT OPERATIONS,
SUCH AS:

Subject Description	Instructions
4-1. Military and civilian casualties (both dead and wounded), including in-the-field treatment of wounded and any evidence of chemical or biological weapons usage	NORMAL. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 1.
4-2. Combat or battle damage to buildings, weapons systems, or the physical environment	
4-3. War-related acts against the environment (such as building/facility/cultural site demolitions, oil spills, arson fires)	
4-4. Surrender or capture of enemy personnel	
4-5. The searching of captured enemy vehicles, weapons systems, bunkers, or facilities for either hidden enemy personnel, explosives, or material of intelligence value	NORMAL. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 1.

C2.T5. TABLE 5

IMAGERY RECORDING
THE POST-BATTLE AFTERMATH AND “CLEAN-UP” OF THE BATTLE SITE(S),
INCLUDING SUCH ACTIVITIES AS:

Subject Description	Instructions
5-1. Evacuation and hospital treatment of wounded	SAMPLE/SELECT. Provide copies to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
5-2. Removal or burial of bodies	
5-3. Transfer of enemy POWs to POW camps	
5-4. Removal or destruction of mines and unexploded ordnance	
5-5. Removal or destruction of damaged or abandoned vehicles, weapons systems, ordnance, or facilities	
5-6. Repair of damaged buildings, facilities, bridges, roads, or runways	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 1.
5-7. POW interrogations	

C2.T6. TABLE 6

IMAGERY RECORDING
EVENTS AND ACTIVITIES RELATING TO
THE TERMINATION OF THE CONFLICT,
SUCH AS:

Subject Description	Instructions
6-1. Truce, cease-fire, and armistice negotiations and signings	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 1.
6-2. Release and repatriation of U.S., Allied, and enemy POWs	
6-3. Movements of U.S. and Allied troops, equipment, and weapons to cease-fire/armistice negotiation lines or zones	NORMAL. Provide copies to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
6-4. Arrival and deployment of third party peacekeeping forces	

C2.T7. TABLE 7

IMAGERY RECORDING
SIGNIFICANT ON-BOARD SHIP OPERATIONS,
SUCH AS:

Subject Description	Instructions
7-1. Damage control operations, emergency repair, firefighting, and medical care of the wounded & injured resulting from battle damage	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 1.
7-2. Combat command center operations, engine room operations, aircraft loading, weapons loading, repair, flight operations, and weapons systems operations that are recorded during actual combat or blockade/quarantine related boarding	SAMPLE/SELECT. Provide copies to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
7-3. Activities of Naval vessels taken to enforce a blockade or a quarantine, such as patrolling, signaling and warning ships, verifying the identity and type of ship, and related action EXCLUSIVE of actual boarding, arrest, seizure, and sinking actions	

C3. CHAPTER 3

IMAGERY RELATING TO PEACETIME MILITARY OPERATIONS

C3.T1. TABLE 1

IMAGERY RECORDING
MILITARY OPERATIONS IN RESPONSE TO
SUDDEN EVENTS AND NATURAL DISASTERS
SUCH AS:

Subject Description	Instructions
1-1. Peaceful evacuation of U.S. citizens and foreign nationals from specific foreign trouble spots	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 1.
1-2. Live recordings of natural disaster events (e.g. earthquakes, fires, tornadoes, hurricanes, etc.)	
1-3. Peaceful evacuation of residents from the sites of actual or impending natural disasters	
1-4. Rescue of injured and trapped victims from collapsed or damaged buildings or structures, or from the wreckage of damaged aircraft, trains, subways, or motor vehicles	
1-5. On-site treatment of injured and MEDEVAC of injured to hospitals	
1-6. Post-disaster humanitarian relief activities, such as feeding victims, providing housing for those made homeless, reuniting families, providing emergency communications, and clearing away debris.	SAMPLE/SELECT. Provide copies to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
1-7. Damage to buildings, structures, and the physical environment resulting from the disaster.	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 1.
1-8. Post-disaster rebuilding and resettlement activities	SAMPLE. Provide copies to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.

C3.T2. TABLE 2

IMAGERY RECORDING
PEACEKEEPING AND PEACE ENFORCEMENT OPERATIONS
SUCH AS:

Subject Description	Instructions
2-1. Deployment of U.S. and other peacekeeping troops, weapons systems, and equipment at or near the immediate site of peacekeeping or peace enforcement operations	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 1.
2-2. Separation of combatants, gathering up and storing/destroying of weapons, setting up demarcation lines, establishment and operation of checkpoints	
2-3. Post-war humanitarian and reconstruction activities, such as caring for refugees, restoring energy/communications/transportation facilities, and de-mining operations	
2-4. Meetings of U.S. and Allied military commanders with warring-party commanders on peacekeeping-related matters	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 1.
2-5. Damage to buildings, structures, and the physical environment resulting from the war	SAMPLE/SELECT. Provide copies to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
2-6. Movement of warring troops to demarcation lines and designated cantonment areas	

C3.T3. TABLE 3

IMAGERY RECORDING
MAJOR OVERSEAS JOINT OR COMBINED FORCES
TRAINING AND WAR SIMULATION EXERCISES,
SUCH AS:

Subject Description	Instructions
3-1. Pre-exercise and post-exercise interviews, briefings, and video reports	NORMAL. Provide copies to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
3-2. Events and activities taking place during the exercise	SAMPLE/SELECT. Provide copies to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.

CHAPTER 4

IMAGERY RELATING TO PREPARATION FOR MILITARY OPERATIONS, COMBAT SERVICE SUPPORT, UNIT SECURITY, EVERYDAY LIFE- IN-THE FIELD, AND RELATED ACTIVITIES

C4.T1. TABLE 1

IMAGERY RECORDING
THE PHYSICAL APPEARANCE OF (AND SECURITY PROTECTIONS AND
DEFENSES SURROUNDING, ENTRANCES AND ROUTES INTO, AND EXITS
FROM):

Subject Description		Instructions
1-1. Military headquarters, bases, installations, and facilities	That are likely or potential sites of:	FILE. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
1-2. Politically, economically, or culturally significant buildings sites, or places (including those undergoing construction)	A. U.S. and allied military actions and combat operations	
1-3. Transportation and communications links and facilities such as roads, bridges, railways, airports, and telecommunication links	B. Enemy military actions or combat operations	
	C. Sabotage	
	D. Terrorist or guerrilla attack	

C4.T2. TABLE 2

IMAGERY RECORDING
THE PHYSICAL APPEARANCE OF THE TERRAIN, VEGETATION,
ECOLOGY, AND ENVIRONMENT OF SITES AND AREAS
WHERE:

Subject Description	Instructions
2-1. U.S. and allied military operations and actions are planned or expected	FILE. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
2-2. Enemy military operations, attacks, and actions are expected or likely	
2-3. Terrorist or guerrilla attacks are likely	
2-4. Ecological or environmental consequences are expected or likely in the event of enemy action (such as areas at, near, downwind, or down current from sites of environmental attacks or biological/chemical weapons usage)	

C4.T3. TABLE 3

IMAGERY RECORDING
THE FOLLOWING VISITS AND/OR MEETINGS:

Subject Description		Instructions
3-1. Visits of high-level officials (JCS members, CINCs, SecDef/AsstSecDefs, Congressmen, President, Vice President, Cabinet members), host country equivalents, foreign-equivalent dignitaries to:	<p>A. In-country and in-theater U.S. military units, air bases, ships, and hospitals</p> <p>B. In-country and in-theater U.S. military commanders</p> <p>C. Troops in the field</p>	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 1.
3-2. Meetings of high-level officials (JCS members, CINCs, SecDef/AsstSecDefs, Congressmen, President, Vice President, Cabinet members), host country equivalents, foreign-equivalent dignitaries with:	A. U.S., host country, and allied military commanders, and host country political leaders	
3-3. Visits of entertainers, sports stars, political candidates, and other media celebrities		NORMAL. Provide copies to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2. If there is media interest, handle in accordance with Enclosure 1.

C4.T4. TABLE 4

IMAGERY RECORDING
VARIOUS COMBAT SERVICE SUPPORT ACTIVITIES,
SUCH AS:

Subject Description	Instructions
4-1. Logistical re-supply (including cargo loadings and unloadings, maintenance of logistics facilities, stored equipment/supplies/weaponry, and transport of material to troops in the field)	SAMPLE. Provide copies to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
4-2. Airlift/sealift of troops, equipment, weapons, and supplies into, from, and within the theater (including CRAF operations)	
4-3. Medical support, medical treatment, and medical evacuation activities (exclusive of medical treatment on the battlefield or MEDEVAC of wounded from the battlefield)	
4-4. Command, control, communications, computer, and information support activities (incl. Air traffic control and combat camera support)	
4-5. Other combat service support activities, such as food preparation and feeding of troops, mail distribution, etc.	SAMPLE. Provide copies to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.

C4.T5. TABLE 5

IMAGERY RECORDING
VARIOUS ACTIVITIES AND EVENTS IN PREPARATION FOR COMBAT,
SUCH AS:

Subject Description	Instructions
5-1. Unit/base war readiness preparation activities	SAMPLE/SELECT. Provide copies to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
5-2. Base ground defense and security activities	
5-3. In-country/AOR training of troops (including live-fire exercises and combat simulations)	
5-4. Digging of trenches/building of bunkers	

C4.T6. TABLE 6

IMAGERY RECORDING
VARIOUS DEPLOYMENT ACTIVITIES (EXCLUSIVE OF THE
DEPLOYMENT OF TROOPS OR WEAPONS AT OR NEAR BATTLE SITES),
SUCH AS:

Subject Description		Instructions
6-1. Deployment (incl. airlift/sealift/ground transport) of troops, aircraft, ships, weapons systems, and equipment from outside the AOR to the AOR FOR the following:	A. Initially deployed combat units and ships	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 1
	B. Subsequently-deployed combat units and ships	NORMAL. Provide copies to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
6-2. Redeployment or return of troops, weapons, and supplies from the AOR to outside-AOR base sites FOR the following:	A. Initially deployed combat units and ships B. First returned combat units and ships C. Last returned combat units and ships	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 1
	D. those not listed in items A, B, or C	SAMPLE. Provide copies to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.

Subject Description	Instructions
6-3. Local within AOR deployments (incl. Airlift/sealift/ground transport) and redeployments of troops, weapons, and supplies (exclusive of deployment directly into combat)	SELECT. Provide copies to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.

C4.T7. TABLE 7**IMAGERY RECORDING**
ASPECTS OF EVERYDAY LIFE FOR:

Subject Description		Instructions
7-1. Civilian inhabitants residing in the Area of Responsibility (AOR), that includes:	A. Social behavior, customs, social institutions, life-styles, and clothing	FILE. Provide copies to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
	B. Everyday life and living conditions	
7-2. Military personnel serving in the AOR and in the field, that includes:	A. Everyday life and living conditions,	FILE. Provide copies to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
	B. Techniques for living in and coping with the physical environment,	
	C. Such activities as MWR support, mail service, meals, routine medical care, and interactions with host country natives	

C4.T8. TABLE 8

IMAGERY RECORDING
THE PHYSICAL APPEARANCE,
USE, OPERATION, REPAIR, OR MAINTENANCE OF:

Subject Description		Instructions
8-1. Military equipment, and technologies (such as radar, sonar, C4I systems, tracking equipment, etc.) within the AOR and major components thereof that are:	A. Used by the U.S. or its allies within the AOR	FILE. Provide copies to local and major commands. Handle camera original imagery that best records the appearance, use, and operation in accordance with Enclosure 2.
	B. Used by the enemy or potential enemies within the AOR	
8-2. Weaponry such as guns, artillery, mines, bombs, or ordnance (exclusive of planes, ships, helicopters, and missiles that are:	A. Used by the U.S. or its allies within the AOR	
	B. Used by the enemy or its potential allies within the AOR	
8-3. Naval ships, coast guard vessels, merchant ships, tankers, fishing vessels, and other sea-going craft that are:	A. U.S. naval, Coast Guard, and merchant ships within the AOR	FILE. Provide copies to local and major commands. Handle camera original imagery that includes the following views: overhead; bow; starboard bow, beam, quarter; stern; port bow, beam, & quarter in accordance with Enclosure 1.
	B. Host country and Allied naval and other ships within the AOR	
	C. Enemy or potential enemy naval and other ships within the AOR	

Subject Description		Instructions
<p>8-4. Military and commercial aircraft and helicopters that are used by:</p>	<p>A. U.S. military forces within the AOR</p> <p>B. Host country and Allied military forces within the AOR</p> <p>C. Enemy or potential enemy military forces within the AOR</p> <p>D. Airlines of countries within the AOR</p>	<p>FILE. Provide copies to local and major commands. Handle camera-recorded imagery that includes take-off, landing, and flight in accordance with Enclosure 2.</p>

C4.T9. TABLE 9

IMAGERY RECORDING
ON-BOARD SHIP OPERATIONS AND ACTIVITIES,
SUCH AS:

Subject Description	Instructions
9-1. Damage control, emergency repair, and firefighting actions resulting from accidents, equipment malfunctions, or other emergencies not related to enemy action	NORMAL. Provide copies or dubs as needed to local and major commands. Handle in accordance with Enclosure 1.
9-2. Combat command center operations, engine room operations, aircraft loading, weapons loading, flight operations, and weapons system operations	SAMPLE. Provide copies to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
9-3. Everyday life aboard ship, including crew living and working conditions	SAMPLE/SELECT. Provide copies to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.

C4.T10. TABLE 10**IMAGERY RECORDING**
INVESTIGATIVE, FACT-FINDING, OR EVIDENTIAL DATA:

Subject Description	Instructions
10-1. Depicting sites or scenes where war crimes, sabotage, and acts of terrorism have taken place (including related shots of victims or witnesses of the above)	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 1
10-2. Relating to in-AOR aircraft accidents, accidental firing/launching of major weapons, ship collisions or sinkings, and nuclear weapons mishaps	

C4.T11. TABLE 11

IMAGERY RECORDING
THE PHYSICAL APPEARANCE AND ENVIRONMENT OF MAN-MADE
STRUCTURES AND SITES (INCLUDING RELATED DEFENSES, ENTRANCES,
EXITS, AND SECURITY PROTECTED OR CONCEALMENT AREAS WITHIN)
SUCH AS:

Subject Description		Instructions
11-1. Military headquarters, bases, installations, and facilities within the AOR		FILE. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
11-2. Politically, economically, or culturally significant buildings, sites, facilities, or places (including those undergoing construction) where: 11-3. Transportation and communications links and facilities, such as roads, bridges, railways, airports, and telecommunication links where: 11-4. Urban infrastructure sites, such as powerplants, electricity grids, water & sewage treatment plants, aqueducts, and water & gas mains where:	A. U.S. and allied military operations and actions are planned or expected B. Enemy military operations and actions are expected C. Terrorist or guerrilla attacks are likely D. Any attack would likely cause serious ecological, medical, or environmental consequences E. Civil disturbances are happening, or are threatening to take place F. They are in an area of vital or important strategic interest to the U.S.	FILE. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
11-5. Man-made structures in the AOR that do not meet the criteria of Items 11-1 through 11-4. 11-6. General urban terrain areas in the AOR		FILE. Provide copies to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.

C4.T12. TABLE 12

IMAGERY RECORDING
THE NATURAL TERRAIN, VEGETATION, ECOLOGY, AND PHYSICAL
ENVIRONMENT OF SITES AND AREAS:

Subject Description	Instructions
12-1. Where construction of airfields, port facilities, bases, and military facilities is planned or proposed	FILE. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
12-2. Where U.S. and allied military land operations and actions are planned or expected	
12-3. Where enemy troops and military bases/installations/facilities & airfields are currently located	
12-4. Where future enemy military operations or attacks are likely	FILE. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
12-5. Where the site or area is of vital or important strategic interest to the U.S.(such as commanding terrain, narrow straits, or mountain passes)	
12-6. That could be subject to major water or air pollution, oil or chemical spills, radiation fallout, or conflagrations or firestorms because they are near, downwind, or downstream from sites that could cause such consequences if destroyed or seriously damaged by an attack	
12-7. That are underwater or off-shore sites of potential amphibious or submarine operations	FILE. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.

CHAPTER 5

IMAGERY RECORDING

ROUTINE PEACETIME EVENTS AND ACTIVITIES UNRELATED TO EITHER WAR, OVERSEAS COMBAT SERVICE SUPPORT, OR MAJOR PEACETIME OPERATIONS

C5.T1. TABLE 1

IMAGERY RECORDING
TRAINING EXERCISES AND
ACTIVITIES OUTSIDE THE JOINT OR COMBINED ENVIRONMENT,
SUCH AS:

Subject Description	Instructions
1-1. Major exercises involving more than one branch of a Service, such as a combined Army infantry & armored exercise or a combined Navy air & submarine exercise	SAMPLE/SELECT. Provide copies to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
1-2. Major exercises involving large-size units of a Service, such as a Navy carrier air group, an Army brigade, or an Air Force wing	
1-3. Other training exercises, exclusive of Items 1-1, 1-2, and joint or combined forces exercises described in Chapter 3.	LOCAL. Record only if needed by local commands or Service major commands. Do not send to the CAP unless otherwise directed.

C5.T2. TABLE 2

IMAGERY RECORDING
ASPECTS OF DOD-RELATED LIFE AND CULTURE
SUCH AS:

Subject Description		Instructions
2-1. The on-duty work activities, individual or small unit training, and personal behavior of DoD personnel that:	A. Would be useful for training, recruiting, orientation, and public information	FILE. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
2-2. The off-duty activities, life-styles, and behavior of DoD personnel that:	B. Give an accurate and representative portrait of DoD and military service life	
2-1. The on-duty work activities, individual or small unit training, and personal behavior of DoD personnel that:	C. Does not meet the criteria of either A or B	LOCAL. Record only if needed by local commands or Service major commands. Do not send to the CAP unless otherwise directed.
2-2. The off-duty activities, life-styles, and behavior of DoD personnel that:		

Subject Description		Instructions
<p>2-3. The life styles, daily activities, and local culture of persons residing near DoD facilities that:</p> <p>2-4. The institutions, amenities, and scenic or tourist attractions of areas near DoD facilities that:</p>	A. Would be useful for training, orientation, or internal/public information purposes concerning the host country and its citizens	FILE. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
	B. Would NOT serve any obvious training, orientation, or internal/public information purposes	LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.

C5.T3. TABLE 3

IMAGERY RECORDING
CEREMONIAL OR ROUTINE PEACETIME EVENTS SUCH AS:

Subject Description		Instructions
3-1. Parades, color guard ceremonies, honor ceremonies, and related activities that are: 3-2. Award, promotion, change of command, and retirement ceremonies that are:	A. reviewed by the President, Vice President, SecDef, Chairman JCS, or foreign equivalent of the above officials	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 1.
	B. involve a Chairman JCS, Vice Chairman JCS, Service Chief, or CINC of a Combatant Command	
	C. Not reviewed by any of officials listed in A or B.	LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.
3-3. Funerals, burials, and memorial ceremonies that:	A. Involve the interest of the mass media due to either the rank or celebrity of the deceased, or the involvement of the deceased in a historical or mass media event	NORMAL. Provide copies or dubs needed to local and major commands. Handle camera original imagery in accordance with Enclosure 1.
	B. Do not meet the criteria in A.	LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.
3-4. Athletic, sporting, and entertainment events (exclusive of the Olympics or other international competitions which are described in Table C5T20 Items 20-1)		LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.
3-5. Conferences, meetings, and seminars which	A. Either receive wide media publicity or include flag rank officers or professional experts in their field as presenters	NORMAL. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2. If there is media interest, handle in accordance with Enclosure 1.

Subject Description		Instructions
3-5. Conferences, meetings, and seminars which	B. Do not meet the criteria of A.	LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.
3-6. Briefings, speeches, lectures, and presentations that:	A. Are directed to the public OR receive wide publicity and distribution within DoD AND focus on the activities of DoD, life within DoD, or events involving DoD	NORMAL. Provide copies or dubs as needed to local and major commands. Handle camera original imagery in accordance with Enclosure 2. If there is media interest, handle in accordance with Enclosure 1.
	B. Do not meet the criteria in A.	LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.
3-7. Base, facility, or installation inspections, visits, or "open houses" that:	A. Include high-level VIPs (e.g. 3 or 4 star flag officers, cabinet members, deputy & assistant SecDefs, congressmen, and foreign equivalents	NORMAL. Provide copies or dubs as needed to local and major commands. Handle camera original imagery in accordance with Enclosure 2. If there is media interest, handle in accordance with Enclosure 1.
	B. Show newly-created or acquired facilities, equipment, weaponry, aircraft, ships, or missiles	NORMAL. Provide copies or dubs as needed to local and major commands. Handle camera original imagery in accordance with Enclosure 2. If there is media interest, handle in accordance with Enclosure 1.
	C. Do not meet the criteria in A or B.	LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.

Subject Description		Instructions
3-8. Routine basic and advanced training activities, such as:	Classroom scenes, lab scenes, field scenes, weapons practice, drills, marches, calisthenics, and obstacle course running	LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.
3-9. Routine activities unrelated to any specific military operation, deployment to an overseas trouble spot, or large-scale peacetime exercise, such as	Cargo loading and unloading, embarkations and debarkations, small unit exercises, transport of men and equipment, unit redeployments, and routine flight-line activities	LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.

C5.T4. TABLE 4

IMAGERY RECORDING
THE PHYSICAL APPEARANCE AND ENVIRONMENT OF MAN-MADE
STRUCTURES AND SITES (INCLUDING RELATED DEFENSES, ENTRANCES,
EXITS, AND SECURITY PROTECTED OR CONCEALMENT AREAS WITHIN)
SUCH AS:

Subject Description		Instructions
4-1. Military headquarters, bases, installations, and facilities that are:	A. Located within the United States OR is either DoD occupied or located on DoD occupied or owned bases, camps, sites, installations, or facilities.	FILE. Provide copies or dubs as needed to local and major commands. Handle camera original imagery in accordance with Enclosure 2.
4-2. Politically, economically, or culturally significant buildings, sites, facilities, or places (including those undergoing construction) that are:		
4-3. Transportation and communications links and facilities such as roads, bridges, railways, airports, and telecommunication links that are:	B. Located in countries or area where past wars involving the U.S. have occurred	

C5.T5. TABLE 5

IMAGERY RECORDING
THE PHYSICAL APPEARANCE, USE, MANUFACTURE, AND OPERATION OF

Subject Description		Instructions
5-1. Weaponry, such as guns, artillery, mines, bombs, or ordnance (exclusive of planes, ships, helicopters, and missiles) that:	A. Are in current U.S. or foreign military inventory	FILE. Provide copies or dubs as needed to local and major commands. Handle camera original imagery in accordance with Enclosure 2. Include a representative sampling of each category, type, or model.
	B. Are obsolete and not in any current inventory, but were used in past wars or combat operations involving the U.S	
	C. Do not meet the criteria of A or B.	LOCAL. Provide copies as needed to local and major commands. Do not send to the CAP unless otherwise directed.
5-2. Military vehicles that:	A. Are unique to, used in a unique manner by, or used primarily by either the U.S. military or foreign armed forces (e.g. tanks, armored vehicles, troop carriers, and self-propelled guns)	FILE. Provide copies or dubs as needed to local and major Commands. Handle camera original imagery in accordance with Enclosure 2. Include a representative sampling of each category, type, or model
	B. Are used extensively in civilian life AND used in the military in basically the same manner as used in civilian life (e.g. cars, trucks, vans)	LOCAL. Provide copies as needed to local and major commands. Do not send to the CAP unless otherwise directed.

C5.T6. TABLE 6

IMAGERY RECORDING
THE REPAIR AND MAINTENANCE
(INCLUDING MAJOR COMPONENT SYSTEMS)
OF:

Subject Description		Instructions
6-1. Weaponry, such as guns, artillery, mines, bombs, or ordnance (exclusive of planes, ships, helicopters, and missiles) that:	A. Are in current U.S. or foreign military inventory	FILE. Provide copies or dubs as needed to local and major commands. Handle a representative sampling of each category, type, or model. in accordance with Enclosure 2.
	B. Are obsolete and not in any current inventory, but were used in past wars or combat operations involving the U.S.	
6-1. Weaponry, such as guns, artillery, mines, bombs or ordnance (exclusive of planes, ships, helicopters, and missiles) that:	C. Do not meet the criteria of A or B.	LOCAL. Provide copies as needed to local and major commands. Do not send to the CAP unless otherwise directed.

Subject Description		Instructions
6-2. Military vehicles that are: 6-3. Equipment that is:	A. Unique to, used in a unique manner by, or used primarily by either the U.S. military or foreign armed forces (e.g. tanks, armored vehicles, troop carriers, and self-propelled guns, radar, sonar, surveillance, night vision, etc.)	FILE. Provide copies or dubs as needed to local and major commands. Handle a representative sampling of each category, type, or model in accordance with Enclosure 2.
	B. Used extensively in civilian life AND used in the military in basically the same manner as used in civilian life (e.g. jeeps, automobiles, trucks, vans, and motorcycles, personal computers, video editing equipment, etc.)	LOCAL. Provide copies as needed to local and major commands. Do not send to the CAP unless otherwise directed.

C5.T7. TABLE 7

IMAGERY RECORDING
THE NORMAL APPEARANCE, OPERATION, AND CONFIGURATION OF U.S.
AND FOREIGN NAVAL AND OTHER
THAT ARE:

Subject Description	Instructions
7-1. Aircraft carriers	FILE. Provide copies or dubs as needed to local and major commands. Handle a representative sampling that includes overhead; bow; starboard bow, beam, and quarter; stern; port bow, beam, and quarter views along with parked/launching/landing aircraft for each ship in accordance with Enclosure 2.
7-2. Battleships 7-3. Cruisers 7-4. Destroyers 7-5. Frigates 7-6. Ballistic missile submarines (SSBMs) 7-7. Attack submarines 7-8. Other combatant ships (e.g. PHMs, minesweepers, and patrol boats)	FILE. Provide copies or dubs as needed to local and major commands. Handle a representative sampling that includes overhead; bow; starboard bow, beam, and quarter; stern; port bow, beam, and quarter views along with shots of each of the ship's weapons systems being employed in accordance with Enclosure 2
7-9. Auxiliary, transport, cargo, tender, amphibious warfare, and other support ships (e.g. tankers, troop transports, LSDs, LSTs, landing ships, research ships) 7-10. Ships belonging to the U.S. Coast Guard or a foreign equivalent service (e.g. cutters, patrol craft, buoy tenders, ice breakers, and tugboats)	FILE. Provide copies or dubs as needed to local and major commands. Handle a representative sampling that includes overhead; bow; starboard bow, beam, and quarter; stern; port bow, beam, and quarter views for each U.S. Navy and Coast Guard ship, and, for each foreign country, one ship in each class in accordance with Enclosure 2.

C5.T8. TABLE 8

IMAGERY RECORDING
THE LAUNCHING, CHRISTENING, COMMISSIONING,
DECOMMISSIONING, AND RECOMMISSIONING CEREMONIES OF SHIPS
THAT ARE:

Subject Description	Instructions
8-1. Ceremonies for U.S. Navy aircraft carriers, battleships, cruiser, submarines, destroyers, or frigates.	NORMAL. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2. If there is media interest, handle in accordance with Enclosure 1.
8-2. Ships not listed in 8-1, but whose ceremonies are attended by high-level officials (JCS members, CINCs, SecDef/AsstSecDefs, Congressmen, President, Vice President, Cabinet members) or foreign-equivalent dignitaries.	
8-3. Ceremonies that do not meet the criteria of 8-1 or 8-2.	LOCAL. Provide copies as needed to local and major commands. Do not send to the CAP unless otherwise directed.

C5.T9. TABLE 9

IMAGERY RECORDING
ON-BOARD SHIP OPERATIONS AND ACTIVITIES,
SUCH AS:

Subject Description		Instructions
9-1. Routine combat command center operations, engine room operations, aircraft loading, and flight operations that:	A. Do not involve combat, blockade, or quarantine actions; or patrol operations in an AOR where combat, blockade, or quarantine operations are taking place	SAMPLE. Provide copies to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
9-2. Drug interdiction and smuggling operations, including pursuit, boarding, and arrest of the vessels and their crews where:	A. There is violent resistance to the boarding operation, or B. There is media interest, or C. The seized cargo has a significant valuation	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera original imagery in accordance with Enclosure 1.
	D. The criteria of Items A, B, and C are not met	LOCAL. Provide copies as needed to local and major commands. Do not send to the CAP unless otherwise directed.

Subject Description		Instructions
9-3. Damage control, emergency repair, weapons system, and firefighting training that:	Does not take during patrol operations in an AOR where combat, blockade, or quarantine operations are taking place	SAMPLE. Provide copies to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
9-4. Everyday life aboard ship, including crew living and working conditions that:		

C5.T10. TABLE 10

IMAGERY RECORDING
MILITARY INVOLVEMENT IN
RESCUE, SALVAGE, AND EVIDENCE-GATHERING ACTIVITIES
THAT RELATE TO:

Subject Description	Instructions
10-1. Civilian airline crashes, including: scenes of wreckage, casualties, and debris; rescue, emergency medical treatment, and MEDEVAC of aircraft crew, passengers, and impact site casualties; and salvage activities relating to the recovery of wreckage and/or flight data recorders.	HIGH Provide copies or dubs as needed to local and major commands. If there is national media attention, handle in accordance with Enclosure 1. Otherwise, handle in accordance with Enclosure 2.
10-2. Ship mishaps (such as sinkings, collisions, running aground, or oil/hazardous cargo spills), including scenes of the mishap and related casualties; rescue, emergency medical treatment, and MEDEVAC of passengers and crew; and salvage, emergency repair, spill cleanup, and towing operations	HIGH. Provide copies or dubs as needed to local and major commands. If there is national media attention, handle in accordance with Enclosure 1. Otherwise, handle in accordance with Enclosure 2.

C5.T11. TABLE 11

IMAGERY RECORDING
THE CONSTRUCTION, DRY-DOCKING, PAINTING,
CLEANING, AND REPAIR OF U.S. AND FOREIGN SHIPS
THAT ARE:

Subject Description	Instructions
11-1. Aircraft carriers, battleships, cruisers, frigates, and submarines	FILE. Provide copies or dubs as needed to local and major commands. Handle camera original imagery containing a representative sampling in each of the above categories for countries that have such ships in their current inventory in accordance with Enclosure 2
11-2. Ships other than those listed in 11-1.	LOCAL. Provide copies as needed to local and major commands. Do not send to the CAP unless otherwise directed.

C5.T12. TABLE 12

IMAGERY RECORDING
THE EXTERIOR PHYSICAL APPEARANCE, CONFIGURATION, FLIGHT, AND
OPERATION OF U.S. AND FOREIGN MILITARY AIRPLANES, DIRIGIBLES, AND
HELICOPTERS
THAT ARE:

Subject Description	Instructions
12-1. On the ground stationary	FILE. Provide copies or dubs as needed to local and major commands. Handle camera original imagery containing a representative sampling for each make, model, and version inventory in accordance with Enclosure 2. The sampling should include medium and close-up front, side, front/side, top/front, top/side and rear views of the aircraft for each country that has that aircraft make/model/version in its current inventory. For aircraft carrying ordnance, the sampling should include shots both with and without ordnance
12-2. Taking off or landing	FILE. Provide copies or dubs as needed to local and major commands. Handle camera original imagery containing a representative sampling for each make, model, and version in accordance with Enclosure 2. The sampling should include front, side, and front/side views of landings; and side, top, and rear views of takeoffs for each country that has that aircraft make/model/version in its current inventory.

Subject Description	Instructions
12-3. In-flight	<p>FILE. Provide copies or dubs as needed to local and major commands. Handle camera original imagery containing a representative sampling for each make, model, and version in accordance with Enclosure 2. The sampling should includes front, side, front/side, top/front/side, top/side, rear, bottom, bottom/front/side, bottom/rear, and bottom/rear/side views of the aircraft for each country that has that aircraft make/model/ version in its current inventory. For MOPIC film and video, include scenes of the aircraft in level flight and also performing various combat maneuvers (e.g. diving, sharp turning, spiral climbing, peeling, rolling, looping, or firing ordnance)</p>

C5.T13. TABLE 13

IMAGERY RECORDING
THE REPAIR MAINTENANCE MANUFACTURE OR FINAL ASSEMBLY OF
AIRPLANES, DIRIGIBLES, HELICOPTERS, MISSILES, OR ROCKETS (INCLUDING
MAJOR COMPONENT SYSTEMS)
THAT ARE:

Subject Description	Instructions
13-1. Aircraft, dirigibles, helicopters, missiles, or rockets in the current inventory of either the U.S. or foreign countries	FILE. Provide copies or dubs as needed to local and major commands. Handle camera original imagery containing a representative sampling of each category, type, or model in accordance with Enclosure 2.
13-2. Aircraft, dirigibles, helicopters, missiles, or rockets not in any current inventory	LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.

C5.T14. TABLE 14

IMAGERY RECORDING
CEREMONIES RELATING TO AIRCRAFT,
SUCH AS:

Subject Description	Instructions
14-1. "Rollout" ceremonies of the first and last production model 14-2. First flight of the aircraft 14-3. Last flight of the aircraft 14-4. Acceptance of the aircraft into the first wing/carrier air group to receive the aircraft 14-5. The final retirement ceremony for a front-line aircraft that is being phased out of the current inventory of active aircraft 14-6. Ceremonies honoring an aircraft (and crew) for some unique achievement (e.g. breaking a speed or distance record, an action or feat in wartime, etc.)	NORMAL. Provide copies or dubs as needed to local and major commands. Handle camera original imagery in accordance with Enclosure 2. If there is national media interest, handle in accordance with Enclosure 1.
14-7. All other aircraft related ceremonies	LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.

C5.T15. TABLE 15

IMAGERY RECORDING
THE EXTERIOR PHYSICAL APPEARANCE, CONFIGURATION, AND OPERATION
OF U.S. AND FOREIGN MISSILES, ROCKETS,
AND SPACE SATELLITES
THAT ARE:

Subject Description	Instructions	
15-1. On the ground stationary 15-2. Rockets and missiles during launching	FILE. Provide copies or dubs as needed to local and major commands. Handle camera original imagery containing a representative sampling for each make, model, and version in accordance with Enclosure 2. The sampling should include medium and close-up front, side, front/side, and rear/side of the missile, rocket, or satellite for each country that has that item make/model/version in its current inventory.	
15-3. Being transported on the ground to launch or launch vehicle site, and consist of:	A. U.S. missiles that are not mobile surface launched missiles	LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.
	B. U.S. ground mobile missiles and all foreign missiles	FILE. Provide copies or dubs as needed to local and major commands. Handle camera original imagery containing a representative sampling of each category, type, or model in accordance with Enclosure 2.

C5.T16. TABLE 16

IMAGERY RECORDING
THE INTERIOR OF AIRCRAFT, ROCKETS, OR MISSILES, OR ACTIVITIES OF
THE CREW WHILE IN FLIGHT
THAT:

Subject Description	Instructions
16-1. Record equipment operations or significant activities within the craft, and related crew reactions, that take place during a flight	SELECT. Provide copies or dubs as needed to local and major commands. Handle camera original imagery containing major events or malfunctions, or unusual activity in accordance with Enclosure 2.
16-2. Consist of routine surveillance or telemetry imagery recorded for the purpose of detecting equipment malfunctions or other imagery not meeting the criteria of 16-1.	LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.

C5.T17. TABLE 17

IMAGERY RECORDING
RESEARCH, DEVELOPMENT, TEST, EVALUATION, OR TELEMETRY DATA
THAT IS:

Subject Description		Instructions
17-1. RDT&E source data imagery generated during scientific experiments and observations		SELECT. Provide copies or dubs as needed to local and major commands. Handle camera original imagery containing each major event, malfunction, or unusual activity in accordance with Enclosure 2.
17-2. Research data recorded as either source data or study documentation for research project reports		
17-3. Visual telemetry and measurement data recorded during launch, flight, or target impact to monitor the performance of a vehicle or its key components during launch, flight, or target impact of:	A. New aircraft, rockets, and missiles that are in the testing or experimental phase	SELECT. Provide copies or dubs as needed to local and major commands. Handle camera original imagery containing each major event, malfunction, or unusual activity in accordance with Enclosure 2.
	B. All other vehicles and components thereof	LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.

C5.T18. TABLE 18

IMAGERY RECORDING
THE PUBLIC APPEARANCES OR VIDEO HISTORY INTERVIEWS OF
HIGH-LEVEL PRESENT OR FORMER DOD OFFICIALS, FLAG-RANK MILITARY
OFFICERS, OR DOD PERSONNEL
THAT CONSIST OF:

Subject Description		Instructions
18-1. The televised press conferences, TV program guest appearances, public speeches, and Congressional or other testimony high-level DoD officials, flag-rank officers, or DoD media celebrities		HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2. If there is national media attention, handle in accordance with Enclosure 1.
18-2. Video history interviews with present and former DoD personnel who were either:	<p>A. High-level DoD officials or flag-rank military officers,</p> <p>B. Persons who had an impact on the history of significant technologies,</p> <p>C. Persons who took part in or witnessed past historically –important events,</p> <p>D. Persons who achieved media distinction or notoriety</p>	NORMAL. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2. If there is national media attention, handle in accordance with Enclosure 1.
18-3. Attendance or appearance at routine DoD ceremonial events		See Table 3 of this Chapter

C5.T19. TABLE 19

IMAGERY RECORDING
THE VISUAL APPEARANCE, ACTIVITIES, AND VOICE OF SIGNIFICANT
PERSONALITIES WHO ARE:

Subject Description	Instructions
19-1. The President of the U.S., the Vice-President, Cabinet members, Senators, Congressmen, Assistant & Deputy secretaries of DoD and the Services, heads of DoD agencies, and 3 & 4 star flag-rank officers	FILE. Provide copies or dubs as needed to local and major commands. Handle camera original imagery in accordance with Enclosure 2. If there is media interest, handle in accordance with Enclosure 1.
19-2. Foreign heads of state, heads of government, cabinet ministers, members of parliaments or national legislative bodies, foreign equivalents of high-level DoD officials and flag rank officers	
19-3. Leaders or key people of organizations or groups that might be the targets of U.S. military actions (such as communist or other totalitarian-type parties, large corporations, fanatic religious groups, revolutionary organizations, guerrilla armies, terrorist groups, criminal organizations, and politically-oriented mass groups and movements	FILE. Provide copies or dubs as needed to local and major commands. Handle camera original imagery in accordance with Enclosure 2. If there is media interest, handle in accordance with Enclosure 1.
19-4. U.S. elected and appointed officials other than those listed in Item 19-1.	LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.
19-5. Foreigners other than those listed in Items 19-3 and 19-4.	

C5.T20. TABLE 20

IMAGERY RECORDING
DOD SUPPORT OF, AND INVOLVEMENT IN
INTERNATIONAL ATHLETIC AND SPORTS EVENTS,
INCLUDING:

Subject Description		Instructions
<p>20-1. The participation of individual U.S. military service personnel and DoD employees in competitive events in:</p> <p>20-2. The providing of logistical, medical, security, communications, and related-type support to:</p>	A. The Olympics and Pan American games	<p>HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2. If there is national media attention, handle in accordance with Enclosure 1.</p>
	B. Other international athletic and sports events, that are of major media interest	
	C. Games and events not meeting the criteria of A or B.	<p>LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.</p>

C5.T21. TABLE 21**IMAGERY RECORDING**
UNIDENTIFIED

Subject Description	Instructions
21-1. Aerial flying objects not obviously identifiable as conventional aircraft	NORMAL. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery in accordance with Enclosure 2.
21-2. Aerial phenomena (including moving lights and similar phenomena)	

E1. ENCLOSURE 1**MEDIA HANDLING INSTRUCTIONS FOR SUBJECTS
OF HIGH OPERATIONAL VALUE**

Instructions Apply to:	Handling Instructions
1. Camera original videotape	Send to the JCCC as soon as reasonably possible
2. Camera original still film negatives and transparencies	<p><i>For rolls of photographic film processed in the field:</i> Make a digital copy with embedded caption data of all camera original negatives and color transparencies in accordance with Enclosure 3 for transmission to the JCCC. Embed caption data into IPTC headers in accordance with the instructions given in Enclosure 5. Send camera original negatives or color transparencies to the Component Accessioning Point (CAP</p> <p><i>For rolls of film that cannot be processed in the field:</i> Forward the unprocessed film along with captions to the JCCC. JCCC will forward the original film to the CAP after selected images have been digitized.</p>
3. Digital original still images (recorded in the camera)	Save selected images in accordance with Enclosure 4. Embed caption data into IPTC headers in accordance with the instructions given in Enclosure 5. Transmit compressed or JPEG files of selected images to the JCCC and the CAP as soon as possible. If practical, send all media containing high resolution or TIFF images to the CAP when no longer needed. See Note A.
4. Caption data records in either paper or machine-readable form for media other than digital still images with embedded IPTC captions	Send to the JCCC and CAPs along with the related VI material

Note A: Camera original images will be forwarded to the JCCC under the following conditions:
1) when Service or DoD Agency policies or regulations implementing this document direct the offer of camera original high resolution digital images; 2) when the subject(s) constitute potential evidence of war crimes or U.S. Government liability for death, personal injury, or property damage; or 3) when the authenticity of DoD-originated images has been or is being questioned.

E2. ENCLOSURE 2**MEDIA HANDLING INSTRUCTIONS FOR OTHER SUBJECTS**

Instructions Apply to:	Handling Instructions
1. Camera original videotapes	Send to the CAP as soon as reasonably possible except for those tapes/reels whose VI subject matter is listed as LOCAL or disposable in the Decision Logic Table (DLT).
2.. Camera original still film negatives and transparencies	Make digital copies of selected camera original negatives and color transparencies in accordance with Enclosure 3, and embed caption data in accordance with the instructions in Enclosure 5. Forward digital copies to the CAP immediately for possible accessioning. Send all camera original negatives or color transparencies to the DVIC unless applicable Service or DoD Agency instructions direct that they be sent to the CAP.
3. Digital original still images (recorded in the camera)	Save selected images in accordance with Enclosure 4. Embed caption data into IPTC headers in accordance with the instructions given in Enclosure 5. Transmit compressed of JPEG files of selected images to the CAP as soon as possible. Send all media containing high resolution or TIFF images to the CAPs when no longer needed.
4. Caption data records in either paper or machine-readable form for media other than digital still images with embedded IPTC captions	Send to the CAP along with the related VI material.

E3. ENCLOSURE 3

DoD (ARCHIVAL) **FILM SCANNING GUIDELINES**

E3.1. This document provides guidance on the standards to be used when scanning original film images into digital format. It is necessary to ensure that the most useful file size and type are sent to the Defense Visual Information Center (DVIC) for inclusion in the still media records collection. Adhering to these standards will protect the archival quality of permanent DoD visual information records and ensure their widest possible dissemination.

E3.2. The following standards shall be utilized when scanning imagery for forwarding to the JCCC or CAP. Imagery retained for local use may be cropped, color corrected, or resized in accordance with the guidelines of DoD 5040.5, "Alteration of Official DoD Imagery." Imagery sent forward shall conform to the procedures described in E3.3.

E3.3. Procedures for scanning slides or negatives:

E3.3.1. Clean image: Before scanning the film, dust and smudges should be removed. After scanning, enlarge the image on the monitor and examine for imperfections such as dust and scratches. Remove digital imperfections with the cloning tool in Adobe Photoshop.

E3.3.2. Scanner Specifications: Film scanners shall meet or exceed the following specifications:

- 35mm film format (minimum)
- 12 bits per RGB channel (or better)
- Full frame area array CCD
- 2,000 pixels per inch (PPI) resolution
- Selectable film types
- Automatic focus
- Selectable sharpening settings, including option to turn sharpening off
- Contrast, brightness, color balance and white point adjustments
- Software compatible with Adobe PhotoShop Plug-in interface

E3.3.3. A 35mm image scanned in at 2,000 DPI should yield approximately a 15 to 18 megabyte file size, depending on the content of the image.

E3.3.4. Resolution: Film shall be scanned at 2,000 DPI minimum. If scanner software is set by output resolution, select a file size of 15 megabytes or larger (from a 35mm full frame scan).

E3.3.5. Cropping: Crop only the black borders showing outside the frame of the scanned image. Cut off the extraneous borders produced by the scanning process. Including the black border in the scan creates additional work in that the image will have to be re-scanned before it

can be accessioned into the official records. The scanned image should contain the full frame of the original, exposed film image.

E3.3.6. Corrections: Do not make corrections to Levels, Auto Levels, Curves, Color Balance and Brightness/Contrast. Since monitors are calibrated very differently, what you see on the monitor is usually not what is produced by output devices.

E3.3.7. Orientation: Ensure the image is correctly oriented prior to saving in JPEG format.

E3.3.8. Image Size: The DVIC standard is to set the longest side at 10 inches. With the constraints locked on, all the other image perimeters will adjust appropriately. The constrain proportions box must be marked. If this is done correctly, the file size will not change.

E3.3.9. File Size: Make no adjustments to the file size.

E3.3.10. File Type and Name: Save in the Joint Photographic Experts Group (JPEG) format; and end the file name with the 'jpg' file extension. The file name of a digital image shall be the image's VIRIN, unless the software in use does not support the VIRIN's format. If system software does not support long file names, use the standard 8.3 file name convention. The first six characters are the date in VIRIN format with the last two characters of the VIRIN added (the sequence number). A JPEG file shall have the file extension .jpg. An example of a digital still image file in 8.3 format would be 980430-N-8204E-005 becoming 98043005.jpg.

E3.4. Captioning: Chapter 2 of the "DoD Imagery and Caption Style Guide" should be followed when writing the caption. Do not use general captions for a series of photos. Identify exactly what is in each image. Identify all the visible elements in the photo. Include weapons, armament, units, people and actions. This information becomes the searchable data for imagery. As a rule, mention only what is in the picture, and describe exactly what you see. Briefly describe the exercise or circumstances after the visible elements have been described.

E3.5. Compression: When scanning in Adobe Photoshop (both Mac and PC versions), the JPEG setting should be adjusted to maximum image quality. JPEG compression settings shall be set to 10:1 (Quality Level #8: "Maximum"). Images are compressed only after all enhancements/corrections have been completed. If an image needs to be saved while working on changes, it must be saved in a lossless file format (i.e. TIFF, Photoshop's native format). Compression to a 10:1 ratio for transmission purposes ensures that the image will meet both JCCC and DVIC compression standards.

E3.6. Re-Compression: Do not re-compress an original file that has been saved in JPEG format. Any changes made to a compressed image's pixel dimensions (even 1 pixel) will result in re-compression when saved, and may introduce unwanted artifacts. Changes that do not alter the image size, such as changes to IPTC header information, will not result in re-compression and can be safely performed without fear of degrading the image quality with further compression artifacts.

E3.7. Summary: The standardization of file types, file sizes and scanning resolution builds a foundation for easy access to DoD imagery. Archival quality makes that imagery more valuable because it is optimized to the broadest range of output devices. When standardized methods and archival quality are combined, the life of a scanned image is maximized, and the need for rescanning over its life-cycle is minimized. Consistently implemented, an enormous savings in man-hours can be realized for DoD.

E4. ENCLOSURE 4

DoD (ARCHIVAL) DIGITAL CAMERA IMAGE GUIDELINES

E4.1. This document provides guidance on the standards to be used with digital formats. It is necessary to insure that the most useful file size and type are sent to the Defense Visual Information Center (DVIC) for inclusion in the still media records collection. Adhering to these standards will protect the archival quality of permanent DoD visual information records and insure their widest possible dissemination.

E4.2. The following standards shall be utilized when acquiring imagery for forwarding to the JCCC or CAP. Imagery retained for local use may be cropped, color corrected, or resized in accordance with the guidelines of DoD 5040.5, "Alteration of Official DoD Imagery."

E4.3. Digital Camera Original Images. The purely digital image has had tremendous impact on the quality of archival imagery. As the technology improves we expect to see significantly increased use of digital cameras. While these images are not yet equal in quality to film, they are used extensively in capturing important images that are used at the National Command Authority level. In accordance with the DoD Instruction 5040.yy, the official record elements for a digital camera image are the uncompressed high-resolution digital image and the embedded IPTC caption data. There must be procedures to capture the best quality images from the digital camera before the original file is destroyed. Consistently following these standards will give the best opportunity for maximum exploitation of the digital image.

E4.3.1. Digital Camera Originals. Digital camera originals should be sent to the CAP for the DoD archives as raw digital camera or TIFF files. These uncorrected file formats will ensure that the highest quality is preserved as the master original.

E4.3.2. Downloading Images from a Digital Camera: Selected digital camera originals shall be saved to a hard drive as raw or TIFF files with embedded IPTC caption information if the format provides for such caption information. These images can be accumulated until enough files exist to write to a CD-ROM or other removable storage media such as a Zip disk. The media should then be forwarded to the CAP for further processing.

E4.3.3. Resolution: Images shot on a high quality professional camera will have a minimum 1,000 DPI and will result in approximately a 4.5 megabyte file. This is considered archival quality. In those cases where a lower quality digital image is all that is available of critical events, these images will be accessioned.

E4.3.4. Cropping: Do not crop.

E4.3.5. Corrections: Do not make corrections to Levels, Auto Levels, Curves, Color Balance and Brightness/Contrast. Since monitors are calibrated very differently, what you see on the monitor is usually not what output devices will produce.

E4.3.6. Orientation: Ensure image is correctly oriented.

E4.3.7. Image Size: No change will need to be made to the image size of a digital camera original file.

E4.3.8. File Size: Make no adjustments to the file size.

E4.3.9. File Name: The file name of a digital image shall be the image's VIRIN, unless the software in use does not support the VIRIN's format. If system software does not support long file names, use the standard 8.3 file name convention. The first six characters are the date in VIRIN format with the last two characters of the VIRIN added (the sequence number). Make sure that the file extension reflects the file format that is used. Thus, a TIFF file would have the file extension .tif. An example of a digital still image file in 8.3 format would be 980430-N-8204E-005 becoming 98043005.tif.

E4.3.10. Captioning: Chapter 2 of the "DoD Imagery and Caption Style Guide" should be followed when writing the caption. Do not use general captions for a series of images. Identify exactly what is in each image. Identify all the visible elements in the image. Include weapons, armament, units, people and actions. This information becomes the searchable data for imagery. As a rule, mention only what is in the picture, and describe exactly what you see. Briefly describe the exercise or circumstances after the visible elements have been described.

E4.3.11 Compression: Do not compress.

E4.3.12. JPEG Files. Selected digital camera images ("highlight Photography") will need to also be "saved as" JPEG files for transmission to the JCCC in accordance with the standards set in this section.

E4.4. Summary: These standards will provide a foundation for both preservation of, and easy access to, DoD imagery. Archival quality makes that imagery more valuable because it is optimized to the broadest range of output devices. When standardized methods and archival quality are combined, the life of an image is maximized. Consistently implemented, an enormous savings in man-hours can be realized for DoD.

E5. ENCLOSURE 5**IPTC HEADER FIELD GUIDE**

Field Name		Field Contents for DoD Images																						
IPTC Header Name	DoD Required Information																							
Object Name	VIRIN	<p>Enter the Visual Information Record Identification Number</p> <p>Format: YYMMDD-(Service Letter –These are the same as shown in the Service Shown field below)-SSN(last Four only)R(first letter of Photographer's last name)-000(sequence number of image for that day, starting with 001)</p> <p>For example: 960115-F-1207R-001</p>																						
Urgency	Not Used	Make no entry in this field																						
Category Code	Service Shown	Enter the code for the service Branch of the subjects in the Image. The codes are:																						
		<table><tr><th>Code</th><th>Meaning</th></tr><tr><td>A</td><td>Army</td></tr><tr><td>C</td><td>Coast Guard</td></tr><tr><td>D</td><td>DoD Civilian</td></tr><tr><td>F</td><td>Air Force</td></tr><tr><td>J</td><td>Multi-Service (more than one service shown in photo, such as Army troops boarding an Air Force Aircraft)</td></tr><tr><td>K</td><td>Foreign (troops or subject matter from one nation – not multinational)</td></tr><tr><td>L</td><td>Multi-national (troops or subjects from more than one nation shown in photo)</td></tr><tr><td>M</td><td>Marine Corps</td></tr><tr><td>N</td><td>Navy</td></tr><tr><td>O</td><td>Other (use this when there are only civilians or when there are no people or Military Service-related subject at all in the picture)</td></tr></table>	Code	Meaning	A	Army	C	Coast Guard	D	DoD Civilian	F	Air Force	J	Multi-Service (more than one service shown in photo, such as Army troops boarding an Air Force Aircraft)	K	Foreign (troops or subject matter from one nation – not multinational)	L	Multi-national (troops or subjects from more than one nation shown in photo)	M	Marine Corps	N	Navy	O	Other (use this when there are only civilians or when there are no people or Military Service-related subject at all in the picture)
		Code	Meaning																					
		A	Army																					
		C	Coast Guard																					
		D	DoD Civilian																					
		F	Air Force																					
		J	Multi-Service (more than one service shown in photo, such as Army troops boarding an Air Force Aircraft)																					
		K	Foreign (troops or subject matter from one nation – not multinational)																					
		L	Multi-national (troops or subjects from more than one nation shown in photo)																					
		M	Marine Corps																					
		N	Navy																					
O	Other (use this when there are only civilians or when there are no people or Military Service-related subject at all in the picture)																							

Field Name		Field Contents for DoD Images
IPTC Header Name	DoD Required Information	
Supplemental Categories (Note: PhotoShop allows many entries in this area. Please limit your entries to these four:	Classification	Normally this should be Unclassified can be FOUO. The JCCC can handle up to Secret, however you must make arrangements prior to transmitting classified files. Classified files are NOT handled in the same system.
	Classification Authority	The authority cited authorizing the classification of an image. Normally left blank.
	TDY Email/Phone #	The Email address of the photographer, or a phone number, at the TDY location. This is for JCCC use so they can contact the photographer/editor in case there are questions about the images. The number is expected to become invalid quickly.
	Photographer' Home Unit Email/Phone #	The Email address of the photographer, or a phone number, at the HOME UNIT location. This is for JCCC or CAP use so they can contact the photographer in case there are questions about the images.
Keywords	Keywords	Single word entries. Please leave this blank under normal circumstances. However, when images show multi-Service subjects, please note the Services shown as individual keywords.
Special Instructions	Public Release Instructions	Enter the Name and Rank of the releasing authority for images approved for release by a field Public Affairs Officer.
Date Created	Date Shot	The date the image was taken. This date must match the date in the VIRIN's date. The format is: YYYYMMDD.
Byline	PH Rank & Name	The photographer's Rank and Name (first and last names).
Byline Title	PH Home Unit	The photographer's Home Unit.
City	Base/Locale	The base or locale of the shoot.
Province-State	State/Prov.	The state or province of the shoot, use the two letter codes.
Country	Cntry/Area	The country or area of the shoot. Use the three-letter code. For ocean areas enter the area, i.e. IOR (Indian Ocean Region), for aerials use either the country code for the country being flown over, or the ocean area code for the ocean being flown over.
Headline	Operation/Exercise Name	The name of the operation or exercise. If not part of an operation or exercise, leave blank.

Field Name		Field Contents for DoD Images
IPTC Header Name	DoD Required Information	
Credit	PH TDY Unit	The unit the photographer was temporarily assigned to during the shoot (must be on official orders). If not assigned then leave blank.
Source	Image Source	The media used to capture the image, either Digital or Film is entered here (do not enter the film type or format).
Caption	Caption	<p>Enter the caption information here in accordance with the guidelines of Chapter 2. Do not repeat information gathered elsewhere in this header. Ensure the names of recognizable individuals are listed (do not list hometowns). Identify recognizable equipment and weapons systems. Captions should be no more than 100-150 words.</p> <p>When identifying two or less individuals their names should be in the body of the caption. With three or more individuals, list their names at the end of the caption.</p>
Caption Writer	Caption Writer	The name of the individual writing the caption. This applies if you edit the caption written by the photographer.
Original Transmission Reference No.	Command Shown	Enter the Major Command of the unit photographed. For example: Air Mobility Command or Atlantic Fleet or FORSCOM or EUCOM.